
Capital Asset Guide

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Introduction

Beginning with FY 2002 (October 1, 2001) new reporting requirements were established by the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments and Public Colleges and Universities*.

The Office of County Auditor for Collin County has prepared this Capital Asset Guide to implement the new reporting requirements for fixed assets, infrastructure assets and depreciation of assets. Included in this guide are asset category definitions, capitalization thresholds, depreciation methodologies, and examples of expenditures for each class of assets. Additionally, guidelines for leasehold improvements and construction in progress have been included.

I. Capital Asset Definitions and Guidelines

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated useful life of greater than one year.

The county has invested in a broad range of capital assets used in the county's operations, including:

- Land and land improvements
- Buildings and building improvements
- Facilities and other improvements
- Infrastructure
- Construction in progress
- Leasehold improvements
- Site Improvements
- Personal property
 - Furniture and equipment
 - Vehicles and boats
 - Software developed or obtained for internal use
 - Other assets:
 - 1) Works of art and historical treasures
 - 2) Library books and materials
 - 3) Intangible assets

Capital Asset Classification

Assets purchased, constructed or donated that meet or exceed the established capitalization thresholds or minimum reporting requirements as set by Commissioners' Court must be uniformly classified, utilizing the county defined class code structure. Included in the class code structure are codes that can be used to accurately define the components of buildings or other assets as required by GASB 34.

Each class code contains a default value for both residual value (expressed as a percentage of historical cost) and estimated useful life (expressed in months). The default values are based upon historical, state or federal data for each class of asset. Collin County will follow the appropriate accounting standards for establishing the historical cost for each asset.

Capitalization Thresholds

Standard capitalization thresholds for capitalizing assets have been established for each major class of assets. All departments are required to use these thresholds.

Class of Asset	Threshold
Land/land improvements	Capitalize All
Buildings/building improvements	\$ 50,000
Facilities and other improvements	\$ 50,000
Infrastructure	\$100,000
Personal property (i.e., machinery, furniture and fixtures, computer equipment, vehicles)	\$ 200
Personal property including purchased software	\$ 5,000
Library books/materials (i.e., reference, collections)	Capitalize All
Works of art/historical treasures	Capitalize All
Software developed for internal use	\$100,000
Leasehold improvements	\$ 10,000
Site Improvements	\$ 5,000

* If a department has a grant with a contractual capitalization threshold then that requirement overrides the county's threshold. See Section II. Capital Asset Categories, Personal Property for more information.

Capital Asset Acquisition Cost

Capital assets should be recorded and reported in the fixed asset group (FAG) system software at historical cost, which include the vendor's invoice (plus the value of any trade-in), plus initial installation cost (excluding in-house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service.

For Collin County object expenditure codes, see Appendix A. Historical costs also include ancillary charges such as freight and transportation charges, site preparation costs and professional fees. The costs of purchasing capital assets for **governmental activities** do not include capitalized interest. However, interest is capitalized on:

- Assets that are constructed or otherwise produced for use by Collin County (including assets constructed or produced for the county by others for which deposits or progress payments have been made)

- Assets that **do not** qualify for capitalization of interest include:
 - Assets acquired for governmental activities (interest will be reported in the statement of activities as a separate line item)
 - Assets that are in use or ready for their intended use in the earning activities of the County
 - Assets that are not being used in the earning activities of the County and that are not undergoing the activities necessary to get them ready
 - Assets acquired with gifts and grants that are restricted by the donor or grantor to acquisition of those assets to the extent that funds are available from such gifts and grants

Capital Asset Donations

GASB Statement No. 33, *Accounting and Financial Reporting for Non-Exchange Transactions*, defines a donation as a voluntary non-exchange transaction entered into willingly by two or more parties. Both parties may be governments or one party may be a nongovernmental entity, including an individual.

For governmental funds, GASB 33 is effective after June 30, 2001. The timing of recognition of the asset and related revenue is outlined as follows:

	Governmental Activities (effective fiscal 2002)
Donations	<ul style="list-style-type: none"> • If the asset has been received but the eligibility requirements have not been met, then capital assets are debited and deferred revenue is credited in the <i>government-wide financial statements</i>. • If the asset has been received and the eligibility requirements have been met, then capital assets are debited and revenue is credited in the <i>government-wide financial statements</i>. • If the asset has not been received but the eligibility requirements have been met, then a receivable is debited and revenue is credited in the <i>government-wide financial statements</i>.
Promises of capital asset donations	<ul style="list-style-type: none"> • Promises should be recognized as receivables and revenues (net of estimated uncollectible amounts) on the <i>government-wide financial statements</i> when all applicable eligibility requirements are met, provided that the promise is verifiable and the resources are measurable¹ and probable² of collection.

All fixed assets donated to the county should be presented in a court agenda to Commissioners' Court. The Commissioners' have the authority to approve the acceptance of a donation.

Sale of a Capital Asset Donation

Governmental fund statements per GASB 34 are to be used to report expendable assets and not capital assets. However, there may be instances when a government receives a

¹ Measurable – The amount can be reasonably estimated.

² Probable – The future event(s) is (are) likely to occur.

gift of a capital asset that it intends to sell. In such cases, the donation will be reported as revenue on the governmental fund statements if the asset is either:

- Sold prior to the end of the fiscal period and the proceeds of the sale are considered available³, or
- The asset is sold (or the government has entered into a contract to sell the asset) prior to the issuance of the financial statements and the proceeds of the sale are considered available.

If the proceeds of the sale are not considered available, then the related receivable should be offset by a liability for deferred revenue on the fund financial statements.

Leased Equipment

Equipment should be capitalized if the lease agreement meets any one of the following criteria:

- The lease transfers ownership of the property to the lessee by the end of the lease term.
- The lease contains a bargain purchase option.
- The lease term is equal to 75 percent or more of the estimated economic life of the leased property.
- The present value of the minimum lease payments at the inception of the lease, excluding lease execution costs, equals at least 90 percent of the fair value of the leased property.
- Leases that do not meet any of the above requirements should be recorded as an operating lease and reported in the notes of the financial statements.

Depreciating Capital Assets

Capital assets should be depreciated over their estimated useful lives unless they are inexhaustible. For a definition of an “inexhaustible asset,” see the Works of Art and Historical Treasures section of this guide.

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used. The actual date will govern when an asset was placed into service, subject to the use of a full-month for that first month (regardless of the date placed into service). An asset is considered placed into service on the date it became available for use and was being used for the purpose intended when purchased or constructed.

Depreciation data will be calculated and stored by the Office of County Auditor for each eligible asset. Accumulated depreciation will be summarized and posted to the accounting general ledger and the fixed asset group.

Special circumstances apply when an entire project exceeds the capitalization threshold and requires tracking of multiple assets. If a project contains multiple pieces of equipment that are required to be tracked in the fixed asset system, those assets should be depreciated. The useful life would be based on the total project’s life span.

³ Available – The funds are collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period.

Residual Value

In order to calculate depreciation for an asset, the estimated residual value must be declared before depreciation can be calculated. The use of historical sales information becomes invaluable for determining the estimated residual value. Proceeds from sale of assets must be netted against residual value in computing net gain or loss from sale.

Sale of Capital Assets

When an asset is sold, a gain or loss must be recognized in the annual report when:

- cash is exchanged and the amount paid does not equal the net book value of the asset
- cash is not exchanged and the asset is not fully depreciated or has a residual value
- A gain or loss **is not** reported when:
 - cash exchanged equals the net book value and the asset does not have a residual value, or
 - cash is not exchanged and the asset is fully depreciated and has no residual value.

Computation of Gain and Loss from Sale of Assets

To compute a gain or loss, proceeds received must be subtracted from the asset's net book value.

Example:	Asset's Historical Cost	\$10,000
	Less Accumulated Depreciation	<u>7,000</u>
	Net book value	\$ 3,000
	Subtract Proceeds Received	<u>2,000</u>
	Loss from Sale of Asset	\$ 1,000

If the asset has been fully depreciated and has a residual value, then the proceeds must be subtracted from the residual value to compute the gain or loss.

Example:	Asset's Historical Cost	\$10,000
	(residual value = \$1,000)	
	Less Accumulated Depreciation	<u>9,000</u>
	Residual value	\$ 1,000
	Subtract Proceeds Received	<u>2,000</u>
	Gain from Sale of Asset	\$ 1,000

Note: Net Book Value – asset's historical cost less the accumulated depreciation.

Assets Acquired by the Exchange of Other Assets

Similar assets – When recording an exchange of similar assets, we will use a book value basis for the assets surrendered or acquired.

- When assets are exchanged and no monetary consideration is paid or received, the cost of the asset acquired is recorded at the book value of the asset surrendered.
- Where monetary consideration is given, the new asset must be recorded at the sum of the cash paid plus the book value of the asset surrendered.

Dissimilar assets – When recording an exchange of dissimilar assets, we will:

- Record the value of the asset being traded and the resulting transaction for acquiring the new asset, using the fair value of the asset being traded.
- If cash is used to purchase the asset, agencies must record the transaction for the new asset as cash paid plus the fair value of the asset surrendered.

Assets Held in Trust

Capital assets held on behalf of a non-county division (such as art collections owned by families, estates and others) and that are under the temporary control of the county should be accounted for in the FAG (Fixed Asset Group). Currently, the accounting treatment is being researched. This includes assets owned by the federal, state or city government that have been loaned to the county. Assets held in trust must be reported to and approved by Commissioners Court.

Highly Attractive Assets

Highly attractive assets are assets of the county that have been identified as assets that *must* be secured and tracked on the FAG due to the nature of the items. These will be considered as controlled assets. Purchasing is responsible for identifying, securing, and tracking controlled assets under reporting rules established by Commissioners' Court. In addition to the controlled assets identified as highly attractive, a department may secure and track assets it considers to be high risk or for management purposes.

A list of current highly attractive assets is provided in Appendix C.

Annual Inventory

The primary purpose of recording personal property from \$200 to \$4,999 is to maintain a record for insurance purposes only. To control the cost of the annual physical inventory, only personal property \$5,000 or over will be individually verified by Purchasing. Each department will be provided a list of personal property under \$5,000 for verification back to purchasing. The Auditor's Office will confirm the annual inventory as part of the internal audit program.

II. Capital Asset Categories

Land and Land Improvements

Land Definition

Land is the surface or crust of the earth, which can be used to support structures, and may be used to grow crops, grass, shrubs, and trees. Land is characterized as having an unlimited life (indefinite).

Land Improvement Definition

Land improvements consist of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use. The costs associated with improvements to land are added to the cost of the land.

Depreciation Methodology

Land and land improvements are inexhaustible assets and do not depreciate over time.

Capitalization Threshold

All acquisitions of land and land improvements will be capitalized.

Examples of Expenditures to be Capitalized as Land and Land Improvements

- Purchase price or fair market value at time of gift
- Commissions paid in purchasing land
- Professional fees (title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)
- Land excavation, fill, grading, drainage
- Demolition of existing buildings and improvements (less salvage)
- Removal, relocation, or reconstruction of property of others (railroad, telephone and power lines)
- Interest on mortgages accrued at date of purchase
- Accrued and unpaid taxes at date of purchase
- Other costs incurred in acquiring the land
- Water wells (includes initial cost for drilling, the pump and its casing)
- Right-of-way

Buildings and Building Improvements

Building Definition

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. Total project costs are accumulated in detail as one asset in a construction in

progress account, with depreciation calculated as of the date the building is placed into service.

Building Improvement Definition

Building improvements are capital events that materially extend the useful life of a building or increase the value of a building, or both. A building improvement should be capitalized as a betterment and recorded as an addition of value to the existing building if the expenditure for the improvement is at the capitalization threshold. An asset that meets this definition is not entered as separate costs for depreciation purposes; the total project cost is accumulated and entered as one total in the system, with depreciation calculated as one amount from that total.

Depreciation Methodology

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for buildings, improvements and other components. Subsequent improvements that change the use or function of the building shall be depreciated.

Buildings designated “historical” by the Texas Historical Commission will not be depreciated unless used in the operations of the county. However, any improvements or betterments not deemed “historical” by the Texas Historical Commission will be depreciated the same as any other improvements or betterments made to a building.

Capitalization Threshold

The capitalization threshold for buildings and building improvements is \$50,000.

Examples of Expenditures to be Capitalized as Buildings

PURCHASED BUILDINGS

- Original purchase price
- Expenses for remodeling, reconditioning or altering a purchased building to make it ready to use for the purpose for which it was acquired
- Environmental compliance (i.e., asbestos abatement)
- Professional fees (legal, architect, inspections, title searches, etc.)
- Payment of unpaid or accrued taxes on the building to date of purchase
- Cancellation or buyout of existing leases
- Other costs required to place or render the asset into operation

CONSTRUCTED BUILDINGS

- Completed project costs
- Interest accrued during construction
- Cost of excavation or grading or filling of land *for a specific building*
- Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- Cost of building permits
- Professional fees (architect, engineer, management fees for design and supervision, legal)

- Costs of temporary buildings used during construction
- Unanticipated costs such as rock blasting, piling, or relocation of the channel of an underground stream
- Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building
- Additions to buildings (expansions, extensions, or enlargements)

Examples of Expenditures to be Capitalized as Improvements to Buildings

Note: For a replacement to be capitalized, it must be a part of a major repair or rehabilitation project that increases the value and/or useful life of the building, such as renovation. A replacement may be capitalized if the new item/part is of significantly improved quality and higher value compared to the old item/part, such as replacement of an old shingle roof with a new fireproof tile roof. Replacement or restoration to original utility level would not qualify as a capitalized asset. Determinations must be made on a case-by-case basis.

- Conversion of attics, basements, etc., to usable office, clinic, or classroom space
- Structures ***attached*** to the building such as covered patios, sunrooms, garages, carports, enclosed stairwells, etc.
- Installation or upgrade of heating and cooling systems, including ceiling fans and vents
- Original installation/upgrade of wall or ceiling covering such as carpeting, tiles, paneling, or parquet
- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids, or other interior framing
- Installation or upgrade of window or door frame, upgrading of windows or doors, built-in closet and cabinets
- Interior renovation associated with casings, baseboards, light fixtures, ceiling trim, etc.
- Exterior renovation such as installation or replacement of siding, roofing, masonry, etc.
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable, wiring required in the installation of equipment (that will remain in the building)
- Other costs associated with the above improvements

Building Maintenance Expense

The following are examples of expenditures ***not*** to capitalize as improvements to buildings. Instead, these items should be recorded as maintenance expense.

- Adding, removing and/or moving of walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building
- Improvement projects of minimal or no added life expectancy and/or value to the building

- Plumbing or electrical repairs
- Cleaning, pest extermination, or other periodic maintenance
- Interior decoration, such as draperies, blinds, curtain rods, wallpaper
- Exterior decoration, such as detachable awnings, uncovered porches, decorative fences, etc.
- Maintenance-type interior renovation, such as repainting, touch-up plastering, replacement of carpet, tile, or panel sections; sink and fixture refinishing, etc.
- Maintenance-type exterior renovation such as repainting, replacement of deteriorated siding, roof, or masonry sections
- Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler with a new one of the same type and performance capabilities
- Purchases of maintenance-type equipment or supplies during the construction phase that would not be otherwise capitalized if purchased after the project is placed in service (i.e., mops, handcuffs, cleaning supplies, brooms, etc.)
- Any other maintenance-related expenditure which does not increase the value of the building

Facilities and Other Improvements

Facilities Definition

Assets (other than general use buildings) built, installed or established to enhance the quality or facilitate the use of land for a particular purpose.

Other Improvements Definition

Depreciable improvements made to a facility or to land should be capitalized as betterment if the improvement is at the capitalization threshold.

Depreciation Methodology

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for Facilities and Other Improvements.

Capitalization Threshold

The capitalization threshold for facilities and other improvements is \$50,000.

Examples of Expenditures to be Capitalized as Facilities and Other Improvements

- Fencing and gates
- Landscaping
- Parking lots/driveways/parking barriers
- Outside sprinkler systems
- Recreation areas and athletic fields (including bleachers)

- Paths and trails
- Septic systems
- Stadiums
- Fountains
- Plazas and pavilions
- Retaining walls

Infrastructure

Infrastructure Definition

Assets that are long-lived capital assets, are normally stationary in nature, and can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are often linear and continuous in nature.

Note: Prospective reporting of general infrastructure assets is required beginning in fiscal 2002. Also required is the retroactive reporting of infrastructure assets purchased, constructed, or donated in fiscal years ending after June 30, 1980 or that received major renovations, restorations, or improvements during that period. County departments are encouraged to report their entire infrastructure, if possible.

Infrastructure Improvements

Infrastructure improvements are capital events that materially extend the useful life or increase the value of the infrastructure, or both. Infrastructure improvements are capitalized as a betterment and recorded as an addition of value to the infrastructure if the improvement or addition of value is at the capitalization threshold.

Jointly Funded Infrastructure

Infrastructure paid for jointly by the county and other governmental entities should be capitalized by the entity responsible for future maintenance.

Maintenance Costs

Maintenance costs allow an asset to continue to be used during its originally established useful life. Maintenance costs are expensed in the period incurred.

Preservation Costs

Preservation costs are generally considered to be those outlays that extend the useful life of an asset beyond its original estimated useful life, but do not increase the capacity or efficiency of the asset. Preservation costs should be capitalized.

Additions and Improvements

Additions and improvements are those capital outlays that increase the capacity or efficiency of the asset. A change in capacity increases the level of service provided by an asset. For example, additional lanes can be added to a highway or the weight capacity of a bridge could be increased. A change in efficiency maintains the same service level, but at a reduced cost. For example, a heating and cooling plant could be reengineered so that it produces the same temperature changes at reduced cost. The cost of additions and improvements should be capitalized.

Depreciation Methodology

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for infrastructure assets.

Capitalization Threshold

The capitalization threshold for infrastructure is \$100,000. Infrastructure already capitalized will remain capitalized.

Examples of Expenditures to be Capitalized as Infrastructure

- Farm to Market and Lateral Roads, streets, curbs, gutters, sidewalks
- Bridges
- Ditches, waterways, docks, bulkheads, boardwalks
- Dam, drainage facility
- Radio or television transmitting tower
- Fiber optic and telephone distribution systems (between buildings)
- Light system (traffic, outdoor, street, etc.)
- Signage

Site Improvements

Site Improvements Definition

Site Improvements are defined as depreciable assets that deteriorate over time. The improvements include fences, parking lots, and access roads.

Depreciation Methodology

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for site improvements.

Capitalization Threshold

The capitalization threshold for site improvements is \$5,000.

Personal Property

Personal Property Definition

Personal property is defined as fixed or movable tangible assets to be used for operations, the benefits of which extend beyond one year from date of acquisition and are rendered into service. Improvements or additions to existing personal property that constitute a capital outlay life should be capitalized as betterment and recorded as an addition of value to the existing asset.

Note: Costs of extended warranties and/or maintenance agreements, which can be separately identified from the cost of the equipment, should not be capitalized.

Jointly Funded Personal Property

Personal property paid for jointly by the county and other governmental entities should be capitalized by the entity responsible for future maintenance.

Depreciation Methodology

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for personal property.

Capitalization Threshold

The capitalization threshold for personal property is \$5,000.

Examples of Expenditures to be Capitalized as Personal Property

- Original contract or invoice price
- Freight charges
- Import duties
- Handling and storage charges
- In-transit insurance charges
- Sales, use, and other taxes imposed on the acquisition
- Installation charges
- Charges for testing and preparation for use
- Costs of reconditioning used items when purchased
- Parts and labor associated with the construction of equipment

Library Books and Reference Materials**Library Books and Materials Definition**

A library book is generally a literary composition bound into a separate volume and identifiable as a separate copyrighted unit. Library reference materials are information sources other than books which include journals, periodicals, microforms, audio/visual media, computer-based information, manuscripts, maps, documents, and similar items which provide information essential to the learning process or which enhance the quality of academic, professional or research libraries. Changes in value for professional, academic or research libraries may be reported on an aggregated net basis.

Library Characteristics

A professional, academic or research library normally has one or more of the following characteristics:

- Internal controls are in place in lieu of central property management.
- Information is housed in a centralized location.
- Physical security measures are in place to protect the assets.
- Checkout procedures and policies exist and are used.
- Individual item costs and supplemental information is generally contained in a supplemental database.
- Volumes assigned to libraries are typically available to employees, students, and other individuals for checkout or to use.
- Existence of the library helps the entity fulfill its mission.
- The value is material to the organization.
- Equipment assigned to libraries typically remains under central security for on-premises use.

A library may be reported on a composite basis by making net adjustments to total value to reflect increase or decrease in total value. Net adjustments must be made at least once annually by the close of the fiscal year.

Depreciation Methodology

Professional, academic and research library books and materials are considered inexhaustible assets and should not be depreciated. These library books and materials have an economic benefit or service potential that is used up slowly, and their estimated useful lives are extraordinarily long. Some books have a cultural, aesthetic, or historical value, and efforts are usually applied to protect and preserve these assets in a manner greater than that for similar assets without such cultural, aesthetic, or historical value.

The straight-line depreciation method will be used for books and materials purchased but not used in a library if the capitalization threshold is met.

Capitalization Threshold

All purchases of books and materials for a professional, academic or research library should be capitalized, as there is no minimum dollar amount. Library acquisitions are valued at cost or other reasonable basis; deletions are valued at annually adjusted average cost. The library maintains records of all books and other library items, which suffice as detailed inventory records.

Books, periodicals and other materials purchased but not used in a library should be expensed unless they constitute a capital event.

Annual or periodic updates to the existing library should be expensed as incurred.

Examples of Expenditures to be Capitalized as Library Books and Materials

- Invoice price
- Freight charges

- Handling
- In-transit insurance charges
- Binding
- Electronic access charges
- Reproduction and like costs required to place assets in service, with the exception of library salaries

Works of Art and Historical Treasures

Works of Art and Historical Treasures Definition

Collections or individual items of significance that are owned by the county which are not held for financial gain, but rather for public exhibition, education or research in furtherance of public service. Collections or individual items that are protected and cared for or preserved and subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.

Exhaustible collections or items – items whose useful lives are diminished by display or educational or research applications.

Inexhaustible collection or items – where the economic benefit or service potential is used up so slowly that the estimated useful lives are extraordinarily long. Because of their cultural, aesthetic, or historical value, the holder of the asset applies efforts to protect and preserve the asset in a manner greater than that for similar assets without such cultural, aesthetic, or historical value.

Depreciation Methodology

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for exhaustible collections. Inexhaustible items should not be depreciated.

Capitalization Threshold

All works of art and historical treasures acquired or donated will be capitalized as of October 1, 2001 unless held for financial gain. Collections already capitalized as of September 30, 2001 will remain capitalized and all additions to those collections will be capitalized, even if they meet the conditions for exemption from capitalization.

If a collection is held for financial gain and not capitalized, disclosures must be made in the notes that provide a description of the collection and the reasons these assets are not capitalized. When donated collection items are added to non-capitalized collections, program expense equal to the amount of revenues should be recognized.

Examples of Expenditures to be Capitalized as Works of Art and Historical Treasures

- Collection of rare books, manuscripts
- Maps, documents and recordings
- Works of art such as paintings, sculptures, and designs
- Artifacts, memorabilia, exhibits

- Unique or significant structures

Computer Software

Computer Software Definition

Computer software is defined as the operating systems, programs, drivers, networking or other internal instructions used to accumulate, report or facilitate the financial, fiscal, operating and maintenance requirements for information for the county.

Purchased software – Computer software developed by a vendor not affiliated with the county and for which the product is generally sold and maintained by that vendor or an independent third party.

Developed software – Computer software developed, researched, tested, implemented and maintained by county personnel or for the exclusive use of the county by an outside vendor, who then turns maintenance over to the county.

Software development generally involves three phases. These phases and their characteristics are as follows:

- Preliminary project phase – when conceptual formulation of alternatives, the evaluation of alternatives, determination of existence of needed technologies and final selection of alternatives is made.
- Application development phase – Design of chosen path including software configuration and software interfaces, coding, installation of computer hardware and testing, including parallel processing phase.
- Post-implementation/operation phase – training and application maintenance activities.

Costs associated with the preliminary project and the post-implementation/operating phases should be expensed as incurred. Internal and external costs associated with the application development phase should be capitalized. Costs to develop or obtain software that allows for access or conversion of old data by new information systems should also be capitalized. General and administrative costs and overhead expenditures associated with software development should not be capitalized as costs of internal use software.

Depreciation Methodology

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for purchased software.

Capitalization Threshold

Purchased Software - The County will record payment for the purchase of computer software whose unit value cost is \$5,000 or greater and has an estimated useful life of more than one year. Capitalization of computer software includes software license fees if the total dollar amount of the fee divided by the number of units served (terminals) meets the criteria to capitalize the purchase.

Developed Software - Capitalization of costs should begin when the preliminary project phase is complete and Commissioners' Court has implicitly or explicitly authorized or

commits to funding the software project with the intent it will be completed and used to perform its planned functions. Capitalization should cease no later than the time at which substantial testing is complete and the software is ready for its intended purpose or rendered in service.

Examples of Expenditures during the Application Development Phase to be Capitalized

- External direct costs of materials and services (third party fees for services)
- Costs to obtain software from third parties
- Travel costs incurred by employees in their duties directly associated with development
- Payroll and payroll-related costs of employees directly associated with or devoting time in coding, installing or testing
- Interest costs incurred during the application development

The capitalization threshold for internally developed software is \$100,000. Values are to be reported to Purchasing using a property number for each application developed.

Leasehold Improvements

Leasehold Improvements Definition

Construction of new buildings or improvements made to existing structures by the lessee who has the right to use these leasehold improvements over the term of the lease. These improvements ***will revert to the lessor*** at the expiration of the lease. Moveable equipment or office furniture that is not attached to the leased property is not considered a leasehold improvement. Leasehold improvements do not have a residual value.

Depreciation Methodology

Leasehold improvements are capitalized by the lessee and are amortized over the useful life of the improvement. Improvements made in lieu of rent should be expensed in the period incurred. If the lease expires prior to the completion of the depreciation allowance for the improvement and the lease not renewed, the remaining net book value should be written off.

Capitalization Threshold

The capitalization threshold for leasehold improvements is \$10,000.

Construction in Progress

Construction in Progress Definition

Construction in Progress reflects the economic construction activity status of buildings and other structures, infrastructure (buildings, roads, bridges, etc.), additions,

alterations, reconstruction, installation, and maintenance and repairs, which are substantially incomplete.

Depreciation Methodology

Depreciation is not applicable while assets are accounted for as Construction in Progress. See appropriate capital asset category when asset is capitalized.

Capitalization Threshold

Construction in progress assets should be capitalized to their appropriate capital asset categories upon the earlier occurrence of execution of substantial completion contract documents, occupancy, or when the asset is placed into service.

Appendix A

Capital Asset Object Codes Effective September 1, 2001

NOTE: To better utilize the fixed asset system: all line items with the element code of 54xx (xxx-xxxx-xxxx-54xx) are being reclassified to element code 79xx. This will allow Purchasing to update the fixed asset system electronically instead of having to do it manually

ASSET CATEGORIES	Capitalize/ Expense	Object Code Number and Title	
Land and Land Improvements	CAPITALIZE	8101	Land
		8206	Land Acquisitions
		8301	Land Improvements
		8207	Land/Road Right-of-Way
	EXPENSE	7201	Land/Maintenance and Repair

ASSET CATEGORIES	Capitalize/ Expense	Object Code Number and Title	
Buildings and Building Improvements	CAPITALIZE	8201	Buildings & Building Improvements
		8202	Radio Tower
		8203	Building Finish Out
		8204	Parking Lot Construction
		8210	B & I/Consultants
		8220	B & I/Ins. Prem.
		8232	B & I/Project Manager
		8233	B & I/Architecture

ASSET CATEGORIES	Capitalize/ Expense	Object Code Number and Title	
Buildings and Building Improvements	EXPENSE	7202	Building Imprvmnts, Maintenance, and Repair*
		7202	Bldg I,M,& R/ Materials
		7210	Bldg I,M,& R/ Consultants
		7220	Bldg I,M,& R/ Ins. Premiums
		7225	Bldg I,M,& R/ Legal Expenses
		7232	Bldg I,M,& R/ Project Manager
		7233	Bldg I,M,& R/ Architecture
		7203	Building and Bldg Imprvmnts/Deprec Expense *(Amounts below capitalization threshold and do not extend life of the structure).

ASSET CATEGORIES	Capitalize/ Expense	Object Code Number and Title	
Facilities and Other Improvements	CAPITALIZE	8300	Facilities and Other Improvements
		8301	F & OI/Purchase
		8302	F & OI/Construction Materials
		8310	F & OI/ Consultants
		8320	F & OI/ Ins. Premiums
		8325	F & OI/ Legal Expenses
		8332	F & OI/ Project Manager
		8333	F & OI/ Architecture
	EXPENSE	7300	Facilities & Other Imprvmnts/Maint & Repair
		7302	F & OI M & R/Materials
		7310	F & OI M & R/Consultants
		7320	F & OI M & R/Ins. Premiums
		7325	F & OI M & R/Legal Expenses
		7332	F & OI M & R/Project Manager
		7333	F & OI M & R/Architecture
		7204	F & OI M & OI/Depreciation Expense

ASSET CATEGORIES	Capitalize/ Expense	Object Code Number and Title	
Personal Property	CAPITALIZE	8401	Furniture & Equipment
		8405	Investigative Equipment
		8415	Major Tools
		8420	Radio Equipment
		8425	Copier Equipment
		8430	Grounds Equipment
		8440	Radar Equipment
		8445	Video Equipment
		8451	Security Systems
		8501	Automotive Equip.
		8801	Computer Equipment
		8802	Software
		8803	Telecommunications Equip

ASSET CATEGORIES	Capitalize/ Expense	Object Code Number and Title	
Personal Property (Continued)	EXPENSE- Non-insurance record (less than \$200)	5102	Parts Computer Equipment
		5104	Computer Software
		5508	Maintenance & Repair – Software
		5502	Maintenance & Repair – Comp Equip
		5501	Typewriter Maintenance and Repair
		5310	Maintenance and Repair/ Motor Vehicles
		7206	Depreciation Expense
		5520	Maintenance and Repair/ Phone System
		5319	Maintenance and Repair- Heavy Equipment
		5507	Copier Equipment Maintenance
		5509	AFIS Equipment
		5512	Security System Maintenance
		5515	Elevator Maintenance
		5516	Roof Maintenance
		5518	HVAC Maintenance
		5530	Dictating Equipment Maintenance
		5320	Equipment Maintenance
		5318	Grounds Equipment Maintenance
		5322	Reconditioned Equipment
		5370	Radio Maintenance
		5366	Energy Management Maintenance
		5330	Furniture Maintenance

APPENDIX B.

Depreciable Life in Months

LAND AND LAND IMPROVEMENTS

Land and Land Improvements	0
Land: Right of Way	0

SITE IMPROVEMENTS

Fencing and Gates	300
Landscaping	120
Parking Lot/Driveway/Parking Barrier	240
Outside Sprinkler System	180

FACILITIES AND OTHER IMPROVEMENTS

Recreational Area, Athletic Field (including bleachers)	144
Golf Course	240
Path and Trails	132
Septic System	180
Stadiums	540
Swimming Pool, Tennis Court	264
Fountain	240
Plaza, Pavilion	720
Retaining Wall	240

BUILDINGS AND BUILDING IMPROVEMENTS

Building Exterior: Residential	360
Building Exterior: Office	360
Building Exterior: Correctional Facilities	360
Building Exterior: Farm	360
Building Exterior: Storage and Warehouse	360
Building Exterior: Garage and Hangar	360
Building Exterior: Hospital	360
Building Exterior: Education	360
Building Exterior: Research	360
Building Exterior: Museum	360
Building Exterior: Chilling Station/ Boiler	360

Building Exterior: Clinics	360
Building Interior: Elevator	240
Building Interior: Carpet	180
Building Interior: Modular/Fixed Furniture	240
Building Interior: Sprinkler System	240
Building Interior: Electrical	240
Building Interior: Roof	120
Building Interior: Curtains and Drapes	60
Building Interior: Water System	240
Building Interior: Heating/Cooling System/Air Circulation	180
Building Interior: Security	120
Building Interior: Cabling/Fiber Optic	120
Building Interior: Fire Alarm System	120

INFRASTRUCTURE & INFRASTRUCTURE IMPROVEMENTS

Highway System & Rest Areas	0
Road/Street (curb, gutters)	240
Bridge - Concrete Girder (pan)	420
Bridge - Concrete Slab	240
Bridge - Culvert	420
Bridge - Prestressed Girder (box)	360
Bridge - Prestressed Girder	300
Bridge - Steel Girder	300
Bridge - Steel Truss Category One	540
Bridge - Steel Truss Category Two	540
Bridge - Timber Stringer	300
Sewer (sanitary, storm)	240
Railroad	120
Canal	240
Waterway	240
Drainage Facility	240
Wharf or Dock	240
Radio or Television Tower	240
Dam	600
Electric (lines & distribution)	240
Gas (main & lines)	300
Water Lines	300

Fiber Optic (information technology)	240
Telephone Distribution System	120
Tunnels (utility)	540
Tunnels (other)	540
Lighting System (traffic, outdoor, street, etc.)	180
Signage	120
Airport Runway/Strip/Taxi Area/ Apron	192
Trestles	540
Sea Walls/Bulkheads/Piers/ Boardwalks	420
Fire Hydrants	300
Agricultural Irrigation Systems	420
Sidewalks	192

CONSTRUCTION-IN-PROGRESS...0

LEASEHOLD IMPROVEMENTS ...60

FURNITURE and EQUIPMENT, OTHER PERSONAL PROPERTY

Desks

Desks	120
Typewriter Desks	120

Tables

Card Tables	120
Collapsible Tables	120
Drawing Tables	120
End Tables	120
Folding Tables	120
Kitchen Tables	120
Tables	120

Chairs

Chairs	120
Dental Chairs	120
Executive Chairs	120
Folding Chairs	120
Seats	120
Settees	120
Stools	120

Personal Furniture

Bed	144
Dresser	144
Rocker	144

Cases, Cabinets and Credenzas

Apparatus Cabinets	120
Beverage Cooling, Ice or Electric Cabinets	120
Blood Plasma Cabinets	120
Dental Cabinets	120
Display Cases	120
Drafting Print Cabinets	120
Exhibit Cases	120
File Cases	120
Filing Cabinets	120
Frozen Food Storage Cabinets	120
Galley Printers Cabinets	120
Ice Cream, Ice or Electric Cabinets	120
Laboratory Cabinets	120
Laboratory Cases	120
Lantern Slide Cabinets	120
Medicine Cases	120
Printing Cases	120
Sectional Bookcases	120
Supply Cases	120
Supply Cabinets	120
Type Cases	120
Type Printers Cabinets	120

Hand Guns**

Hand Guns	120
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Rifles**

Machine Guns	120
Rifles	120
Shotguns	120

Calculators

Calculating Machines	84
Calculators	84

Typewriters, Word Processors

Typewriters	84
Word Processors	84

Other Office Furniture

Vehicle Maintenance Equipment

Automobile Lifts	84
Battery Chargers	84
Brake Drum Lathes	84
Brake Lining Machines	84
Chamber Alignment Gauges, Etc.	84
Clutch Rebuilding Apparatus	84
Engine Lathes	84
Engine Repair Stands	84
Garage Type Hydraulic Jacks	84
Hand or Power Brakes and Folders	84
Motor Analyzers	84
Motor Generator Sets	84
Spark Plug Cleaning Machines	84
Tire Spreaders	84
Tire Stacks	84
Vehicle Maintenance Equipment	84
Wheel Straightening Apparatus	84

Photocopying Equipment

Ditto Machines	84
Duplicating Equipment, All Types	84
Enlargers	84
Infrared Drying Units	84
Mimeograph Machines	84
Photocopiers/Apparatus	84
Photoengravers/Routers Planing Machines	84
Presses	84
Stereoscopes	84
Typecasting Machines	84
Varitypers Hectographs	84
Photographic Washers and Dryers	84

Fax Machines, Telecopier*

Fax Machines	84
Telecopiers	84

Stereo Systems***Cameras***

Cameras	84
Video Cameras	84

**Video Recorders/Laserdisk Players* – (TV,
VCR, camcorder)**

Camcorders	84
Television and VCR Combinations	84
Television Sets	84
Video Cassette Recorders	84

Other Sound Systems/Equipment

Camera Equipment	84
------------------------	----

Electronic Recording Devices	84
Microfilm/Microfiche Machines	84
Optical Disks	84
Phonographs/Record Players	84
Portable Public Address Systems	84
Projection/Portable Screens	84
Radio Receivers and Transmitters	84
Recording Electrical Instruments	84
Sound Recorders	84
Still/Motion/Micro Projectors	84

Musical Instruments**Recreational Equipment**

Bicycle	120
Pool Table	120

Video Conferencing Equipment

Equipment	60
-----------------	----

GPS Equipment

Global Positioning Systems	60
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Other Assets**Other Assets****Other Assets****Warehouse Equipment Forklift****Mailroom Equipment**

Folder	108
Insertter	108
Labeler	108
Band Tyer	108

Instructional Equipment

Arts & Crafts Equipment	84
Chart Stands	84
Gym Equipment	84
Hurdles	84
Portable Blackboards	84
Sculpturing Equipment	84
Track and Field	84
World Globes	84
Conveyer Systems	180
Drills, Stationary	180
Gin Machinery	180
Grinders, Stationary	180
Lathes, Stationary	180
Metal Working Machine, Stationary	180
Milling Machines	180
Pallet Trucks, Lifts, Jacks, Hydraulic	180
Saws, Stationary	180

Scales.....	180
Shapers, Joiners, Planers, Stationary	180
Sharpeners, Stationary	180
Shears	180
Textile Machines	180
Woodworking Machines	180

Tools

Anvils	84
Auto Body, Pneumatic, Etc Hammers	84
Band Saws	84
Bench, Floor or Radial Drill Presses	84
Chisels in Sets	84
Circular Saws	84
Dies in Sets	84
Electric/Hand Hammers	84
Electric Sanding Machines	84
Forges	84
Hand Tools in Sets	84
Jointers	84
Machine Tools	84
Miter Boxes	84
Mortisers	84
Power Drills	84
Power Driven, Pneumatic/Electric Hand Tools	84
Power Hack Saws	84
Sanding Machines	84
Socket Wrench Sets	84
Welding Apparatus	84

Agricultural Equipment

Agricultural Binders	84
Combines	84
Cultivators	84
Field Plows	84
Harnesses	84
Harrows	84
Hedge/Power Trimmers	84
Lawn Blowing Machines	84
Lawn Rollers	84
Lawn String Trimmers	84
Lawnmowers	84
Manure Spreaders	84
Mowers	84
Power Operated Grass Shears	84
Power Operated Shears	84
Power Pruners	84
Power Sprayers and Dusters	84
Power Sprayers	84

Sheep/Horse Electric Clippers	84
Trailers (farm-type) Wagons	84
Wheelbarrows	84

Office Machines

Accounting Machines	84
Adding Machines	84
Addressing Machines	84
Billing Machines	84
Bookkeeping Machines	84
Cash Registers	84
Check Handling Machines	84
Checkwriters	84
Coin, Currency, and Check Handling Machines	84
Coin Handling Machines	84
Dating Machines	84
Dictaphones	84
Dictating Machines	84
Electric Erasers	84
Envelope Sealers	84
Filing Machines	84
Paper Cutters	84
Postal Meters	84
Power Stamping Machines	84
Shorthand Writing Machines	84
Tabulating Machines	84

Miscellaneous Machines

Air Compressors	84
Air Hoists	84
Arc Welding Apparatus	84
Blueprint Machines	84
Canning Machinery	84
Cement Making Machinery	84
Centering Machines	84
Chain Hoists	84
Cloth Cutting Machines	84
Coin Operated Machines	84
Computing Machines	84
Connecting Rod Boring Machines	84
Conveyors	84
Cylinder Boring Machines	84
Drafting Machines	84
Electric Gasoline Dispensing Pumps	84
Electric or Pneumatic Hoists	84
Electric Welding Apparatus	84
Elrod Lead, Slug, and Rule Casting Machines	84
Engine Flushing Machines	84

Foundry Machinery	84
Gas Compressors	84
Gas Cylinders	84
Gear Cutting Machines.....	84
Lathes, Turret, or Automatic Screw Machines.....	84
Metalworking Machinery	84
Milling Machines.....	84
Mixing Machines.....	84
Nibbling Machines	84

Not Integral Parts of Larger Units

Generators	84
Permanent Waving Machines.....	84
Polishing Machines	84
Power Numbering Machines	84
Power Operated Grinders	84
Precision Table or Vertical Types Boring Machines	84
Sanding Machines	84
Sewing Machines	84
Type Metal Remelting Furnaces.....	84
Vending Machines.....	84
Weaving Machines.....	84

Weather Equipment

Anemometers.....	84
Barographs.....	84
Barometers.....	84
Boyles Law Apparatus, Complete Unit	84
Pyrometers.....	84
Thermographs.....	84
Tunnels, Models, Wind	84

Cosmetology

Beauty Class Furniture	84
Electric Hair Clippers	84
Electrical Barbershop Tools	84
Hair Dryers	84

Printing Machines & Bookbinding Equipment

Arbor Presses.....	84
Book Bookbinders Presses	84
Bookbinding Machinery	84
Compression Molding Baling Presses	84
Cylinder, Flat Bed, Printing Presses	84
Embossers.....	84
Engraving Presses.....	84
Letter Presses.....	84
Linotypes	84
Lithographic or Offset Printing Presses	84

Power Presses.....	84
Punch, Foot Power Presses	84
Printing Frames	84

Kitchen Appliances & Equipment

Canners	84
Coffee Grinders.....	84
Coffee Urns	84
Cooking Ranges	84
Cooking Stoves	84
Counter Freezers	84
Deep Fat Fryers	84
Deep Freezers.....	84
Dishwashing Machines	84
Electric Broilers	84
Electric Coffee Percolators	84
Electric Dishwashers.....	84
Electric Eggbeaters	84
Electric Hot Plates.....	84
Electric Juice Extractors.....	84
Electric Mixers.....	84
Electric Toasters.....	84
Electrical Bread Toasters	84
Electrical Peelers.....	84
Freezers	84
Gas Plates.....	84
Gas Stoves.....	84
Ice Cream Freezers.....	84
Large Potato Peeling Machine	84
Mechanical Bread Slicers.....	84
Microwave Ovens	84
Ovens	84
Power Food Choppers.....	84
Pressure Cookers.....	84
Refrigerators, Electric or Ice, Not Built-in	84
Stoves	84

Laundry Equipment

Clothes Dryers.....	84
Dry-cleaning Machines	84
Electric Flatirons	84
Electric Irons.....	84
Laundry Machines.....	84
Pressing Machines.....	84
Steam Vapor Cleaners.....	84
Washing Machines.....	84

Building Maintenance & Safety Equipment

Andirons.....	84
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Electric Floor Scrubbers	84
Electrical Buffers	84
Fire Extinguishers	84
Fireplace Fixtures	84
First Aid	84
Power Driven Brooms	84
Scrubbing Machines	84
Security Systems	84
Smoke Detectors	84
Vacuum Cleaners	84
Water Coolers	84
Waxing Machines	84
Portable Building	108
Other Furniture & Equipment	120

COMPUTER EQUIPMENT

Supercomputer

Computer Hardware – Supercomputer	60
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Mainframe Computer & Peripherals	96
--	----

Minicomputer*, Servers	72
------------------------------	----

Desktop CPU	72
-------------------	----

Peripheral Devices Microcomputer Disk, Tape, Optical Drives	60
---	----

Printers (not portable*)

Computer Hardware – Printers	84
Laser Printers	84
Printers	84

Terminals, Monitors

Computer Hardware - Terminals, Monitors	72
Personal Computer Display Terminal	72

Controllers - Tape, Disk, Terminal	72
--	----

Other Computer Hardware	60
-------------------------------	----

CPU Desktop	72
-------------------	----

Docking Station	36
-----------------------	----

Data Projectors - 'Proxima,' or Data viewers w/o Projector	72
--	----

Security System

Card Reader, Camera, Monitor (not built-in)	72
---	----

Image Scanner	36
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Barcode Scanner	72
-----------------------	----

Power Supply Battery, Generator	72
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Uninterruptible Power Supply	36
------------------------------------	----

Modem, External	60
-----------------------	----

Digital & Channel Service Units	60
---------------------------------------	----

Multiplexor, HUB, MAU	60
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Communication Controllers	60
---------------------------------	----

Protocol Converters	60
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VSATS	60
-------------	----

Data Communications Diagnostic Systems	60
--	----

Other Communications Hardware	60
-------------------------------------	----

Lan/Wan Switching Hubs, Switches, and Routers	60
---	----

Computer Equipment Racks

Shelving, Chassis	120
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Portable CPU/Printers

Laptops	72
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Portable Printers*	84
--------------------------	----

COMPUTER SOFTWARE

Purchased Software	60
--------------------------	----

Internally Developed Software	60
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Customized Software (i.e., ISAS)	60
--	----

Enterprise Software	72
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MEDICAL & SCIENTIFIC LAB EQUIPMENT

Amplifiers, All Types	132
-----------------------------	-----

Analyzer, All Types	108
---------------------------	-----

Autoclaves and Sterilizers	120
----------------------------------	-----

Balance*	168
----------------	-----

Baths, Water and Shakers	132
--------------------------------	-----

Animal Cages & Accessories	168
----------------------------------	-----

Centrifuge*	132
-------------------	-----

Chromatograph	144
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Cryostat	132
----------------	-----

Counter Laboratory Assembly	132
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Densitometer	120
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Electronic Module	156
-------------------------	-----

Electrophoresis Apparatus	120
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Evaporators	144
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Fraction Collector	168
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Freeze Dryers & Accessories	180
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Freezer, Lab	108
--------------------	-----

Homogenizer	144
-------------------	-----

Hood, All Types	168
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Ice Machines, Lab	120
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Incubators & Accessories*	168
---------------------------------	-----

Isolator	72
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Micromanipulator	144
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Meters, Gauges, Indicators	144
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Microscopes & Accessories*	180
----------------------------------	-----

Micro Tomes, Diamond Knives, Sharpeners.....	168	Misc. Phone Equipment and Accessories.....	36
Optical Equipment.....	120		
Oscilloscope*	180		
Ovens & Ranges, Lab	96		
Pumps 120			
Recording Systems	180		
Refrigerators, Lab	144		
Rotors & Heads	168		
Scan Systems	108		
Scintillation Systems	180		
Ultrasound Equipment	144		
Spectrofluorometer	120		
Spectrometer	120		
Spectrophotometer	168		
Stereotaxic Instrument & Accessories	144		
Stimulator.....	144		
Tables, Dissecting, Operating, & Balancing.....	180		
Tanks, Containers, Chambers, All Types	120		
Water Purification.....	156		
X-Ray Equipment	132		
Miscellaneous Lab and Scientific Equipment	84		
Patient Monitoring Systems	144		
Breathing Apparatus, Respirator	180		
Defibrillator	144		
EKG/ECG/EEG Apparatus	180		
Dialysis Equipment	180		
Clinical Diagnostic Instruments	96		
Table, Exam.....	120		
Dental Equipment	132		
Wheelchair.....	120		
Miscellaneous Surgical Instrument	120		
Patient Care, Miscellaneous	84		
VOICE COMMUNICATION INVENTORY			
PBX, KSU, Voice Mail, Phone System.....	36		
Automatic Call Distributors Telephones - Voice Communications - Automatic Call Distributors	36		
Phone Equipment (other than systems)			
Cellular Phones.....	36		
Mobile Phones	36		

VEHICLES**Passenger Cars**

Automobiles, Sedans	60
Station Wagons	60

Trucks (26,001 lbs and over GVWR)

Commercial, with large carrying capacity (i.e. Tractor-Truck type, Dump Trucks)	120
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Buses (up to 15 passengers)

Shuttle Type	96
Small School Buses	96
Motorcycles	60
Vehicle Inventory/Components/Life	60
Bodies, Bus	60
Chassis, Truck	60
Engines, for Use in Classrooms	60
Motors, Not Integral Parts of Lgr. Units	60
Transmissions, Not Integral Parts of Lgr. Units	60
Trucks, Motor	60

Buses (over 15 passengers)

Vehicle Inventory/Components/ Life	120
Bodies, Truck	120
Chassis, Bus	120
Diesel Engines for Use in Classrooms	120
Vehicle Components	120

Sports Utility Vehicles (i.e., Jeep

Wrangler/Cherokee, Suburban, Tahoe, Jimmy, Blazer, Durango, Explorer, Expeditions, Chargers and similar vehicles)	84
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Vans, Cargo & Passenger	84
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Light Trucks (under 8,600 lbs. GVWR).....	84
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Mounted Equipment with Truck Chassis, (i.e. Aerial Devices, Fuel Trucks)	96
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Self-Propelled Roadway Equipment (i.e. Motor Graders, Loader, Rollers).....	120
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Trailers	120
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Towed Roadway Equipment.....	120
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Light/Medium Trucks (8,601-14,999 lbs. GVWR)	60
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Medium Trucks (15,000-26,000 lbs. GVWR)	60
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Mini-Vans (i.e. Aerostar, Town & Country, Voyager, Villager, Silhouette, Caravan, Windstar, and similar vehicles).....	84
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Buses (16-28 passengers)	96
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Buses (29 passengers & Over).....	120
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Other Equipment: Forklift, Grader, Other	120
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Golf Carts.....	120
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Mobile Heavy Equipment	120
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3 or 4 Wheel All-Terrain Vehicle	120
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BOATS

Boats - 20 Feet or Longer	120
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Boats - Shorter than 20 feet	120
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Boats Accessories, Motors	120
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Ferries.....	480
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Marine Equipment.....	60
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Boats, Other	120
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Canoes.....	120
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Rowboats	120
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AIRCRAFT

Jet.....	120
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Single Engine – Propeller	120
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Multi-Engine – Propeller	120
--------------------------------	-----

Helicopters	120
-------------------	-----

Other Aircraft.....	120
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LIBRARY BOOKS & REFERENCE MATERIALS

Books & Reference Materials	120
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Library Books & Reference Material.....	0
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Book Stacks	120
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Book Trucks.....	120
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Dictionary Holder	120
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Library Trucks	120
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Other Library Furniture	120
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Software Library CD ROM	120
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WORKS OF ART, HISTORICAL TREASURES

Works of Art, Historical Treasures – Depreciable.....	120
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Works of Art, Historical Treasures - Not Depreciable.....	0
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Appendix C

Class Codes – Property Controlled But Not Capitalized (Highly Attractive Assets)

Highly Attractive assets are property classes that Commissioners' Court has established to protect and closely track the security and use of those assets. The list below includes the items determined to be highly attractive. Each department and agency should perform an internal review to ensure controls are in place to track the location of these assets and where they are at all times.

Highly Attractive Assets (at any cost)

Property Item
Hand Guns
Rifles
Shotguns
Satellite Phones
Fax Machines, Telecopier
Portable Sound Systems
Cameras (35mm, Digital)
Video Recorder/Laserdisk Player (TV, VCR, DVD, Camcorders)
All Printers/Scanners
Portable Data Digital Projections
Portable CPU Laptop
PDA/Palm Pilot/All other Voice or Data Portable Devices
All Medical Equipment (not including supplies)

COLLIN COUNTY

Capitalization Policy